

Harry S Truman National Historic Site

Advance Reservations & Academic Fee Waiver Criteria Policy

Harry S Truman National Historic Site Advance Reservations and Academic Fee Waiver Criteria for Applicants

Harry S Truman National Historic Site accepts advance reservations for educational groups. In addition, regulations allow school groups and other *bona fide* national academic institutions to obtain a waiver for park entrance fees if the visit is for educational purposes, and the resources that the group proposes to use support those purposes. Fee waivers must be approved in advance of the visit and cannot be issued when a group arrives on-site. Groups without a pre-approved advance reservation/fee waiver application will be issued tickets based on availability and pay entrance fees.

Advance Reservations: Advance reservations are not granted except for applicant groups that demonstrate they qualify by meeting the qualifications for academic groups as outlined below. In addition, the maximum sized group for which the park will consider an advance reservation is 24 individuals, regardless of age, including chaperones and/or instructors. Such a group will be expected to arrive at the park visitor center, view a short introductory audiovisual program about the Truman home, and then proceed to the Truman home for their tour. There the group will break into three groups of eight individuals, each of which will take consecutive thirty-minute tours of the Truman home.

Academic Fee Waivers: Academic fee waivers are not granted automatically. Applicant groups must show they qualify for the waiver. There are three criteria the group must meet to qualify for an academic fee waiver: eligibility, educational purpose, and relevance of park resources. These criteria are detailed below.

Academic Fee Waiver Criteria

Three (3) pieces of documentation must accompany your application:

1. **Proof of Eligibility:** Applicants must prove they are a school or *bona fide* academic institution by submitting one of the following types of documentation:
 - A document confirming educational tax exemption from the Internal Revenue Service (IRS) or the applicant's national, state, or local tax authority; or
 - A statement of accreditation as an academic institution, from a legitimate national, regional, state, or local governmental body at the applicant's location.

The following two (2) documents must be submitted on an official letterhead from a *bona fide* academic institution:

2. **Educational Purpose of the Visit:** Applicants must provide a written statement verifying that the visit supports a specific curriculum for which academic credit is offered. Site the curriculum standard, if applicable.
3. **Relevance of Park Resources:** Applicants must provide a written statement identifying the park resources that will be used to support the educational purpose of the visit, and how they are relevant to that purpose.

When applying, please consider the following...

- It is insufficient to merely state or imply eligibility on the organization's letterhead. Your advance reservation/fee waiver request cannot be approved without these documents. *See Proof of Eligibility, above.*
- A general statement that the visit is for "educational purposes" is insufficient. The group must state specifically how the tour supports the curriculum. *See Educational Purpose of Visit, above.*
- Provide the name of the course and a brief description. The applicant must be providing educational credit hours based on a specific course of instruction. *See Relevance of Park Resources, above.*
- For fee waivers, the ratio of teachers/chaperones to students is as follows:

One (1) teacher/chaperone is allowed free entry for each:

Twenty-three (23) college students (One teacher + 23 students = a group of 24)

Seven (7) high school students (Three teachers + 21 students = a group of 24)

Six (6) elementary school students (Six teachers + 18 students = a group of 24)

- All children age 11 and younger must be accompanied by an adult.
- All children age five (5) and younger must be accompanied by one (1) adult per every two (2) children.
- All individuals age 15 and younger are exempt from park entrance fees, although they will still need to obtain a free ticket.
- Fee waivers are not available at the visitor center.
- Academic fee waivers cannot be granted for hardship factors.
- Service, civic, or fraternal organizations, such as Scouting, Rotary, and Elks, do not qualify for an academic fee waiver.
- "Blanket" academic fee waivers for all national parks are not issued or accepted. Groups must submit separate requests to individual parks for approval. A list of parks and contact addresses is at www.nps.gov.
- Home schools may be granted fee waivers based on the course of study and their tax exempt/accreditation status following the procedures above.

How to Apply for an Advance Reservation & Academic Fee Waiver at Harry S Truman National Historic Site

If you meet the criteria above, please complete and submit the **Harry S Truman National Historic Site Application for Advance Reservation and Educational Fee Waiver** to the address at the top of the application form. Please allow 14 days for processing. The park will contact you once the application is processed.

If your request is approved, you will receive an advance reservation and an academic fee waiver. The park will contact you to arrange a time and date and issue instructions for your visit. *The group leader must present a copy of the approved fee waiver at the park visitor center.*

If your request is denied, you will receive a letter from the park explaining why your group does not qualify. If the request is denied because the required material is not submitted, the park will attempt to contact and assist you.

If you have any questions, please feel free to contact Jeff Wade at 816-254-2720 or jeff_wade@nps.gov.